



CITY OF EUREKA, CALIFORNIA

REQUEST FOR QUALIFICATIONS (RFQ)

**PROJECT TITLE: C TO F STREET WATERFRONT CONCEPTUAL MASTER PLAN
DESIGN CHARRETTE**

Release Date: Thursday, April 16, 2015
Qualifications Deadline: Friday May 15, 2015 - No Later than 12:00 P.M.
Maximum Project Budget: \$30,000

Contact Person: Rob Holmlund, Community Services Director
City of Eureka
531 K Street
Eureka, CA 95501
(707) 441-4160

Critical Dates and Requirements (See Attachment 1 for overall project schedule)

RFQ Announcement Released: April 16, 2015

Deadline for Submittal of Questions: May 1, 2015

Addendum #1 (answers to questions): May 5, 2015

RFQ Due: May 15, 2015 (No later than 12:00 P.M. noon)

Council Action to Award: June 2, 2015

Project Goal:

Production of a "development vision," "conceptual master plan," and/or related materials that will guide and stimulate a high-quality development (or series of developments) in the project area. The development(s) that occur in the project area should:

- Be constructed within the next several years
- Attract tourism and visitors from outside the region
- Serve residents of Eureka and the surrounding local communities
- Stimulate economic growth and the establishment of new locally-owned businesses
- Contribute to the success of Old Town and Eureka in general
- Be compatible with, and complementary to, the boardwalk, F Street Plaza, and C Street Plaza
- Be compatible with and complementary to First Street and its existing buildings and uses
- Be compatible with the Humboldt Bay coastal/waterfront setting
- Be compatible with the interests of the private property owners within the project area
- Be realistic, achievable, and financially viable

NOTICE OF REQUEST FOR QUALIFICATIONS

City of Eureka Bid#: 2015-10

PROJECT TITLE: C TO F STREET WATERFRONT CONCEPTUAL DESIGN CHARRETTE

1. The City of Eureka (hereinafter "CITY") is soliciting Requests for Qualifications for conceptual master planning services to assist the City with a project entitled "City of Eureka C Street to F Street Waterfront Conceptual Design Charrette." (hereinafter "PROJECT"), and will receive Qualifications in the Community Development Office, 531 K Street, Eureka, California, 95501, up to the hour of **12:00 P.M. (NOON), Friday, May 15, 2015.**
2. The services to be performed by the successful proposer are described in the Request for Qualifications. Copies of the Request for Qualifications are available at: <http://www.ci.eureka.ca.gov/rfps/info.asp>. Physical copies can be retrieved from the CITY at:

Community Services Office
531 K Street
Eureka CA 95501
(707) 441-4160
3. All responsive Statements of Qualifications (SOQ) shall be reviewed and evaluated by the CITY in order to determine which best meets the CITY's needs for the PROJECT. The criteria by which the CITY shall evaluate Qualifications are set forth in the Scope of Work.
4. The CITY reserves the right to reject any and all Qualifications or waive any irregularities in any SOQ or the SOQ process.
5. The City of Eureka is not responsible for any costs incurred in the preparation of Qualifications and/or any work rendered by a firm prior to the contract award.



Rob Holmlund
Community Services Director



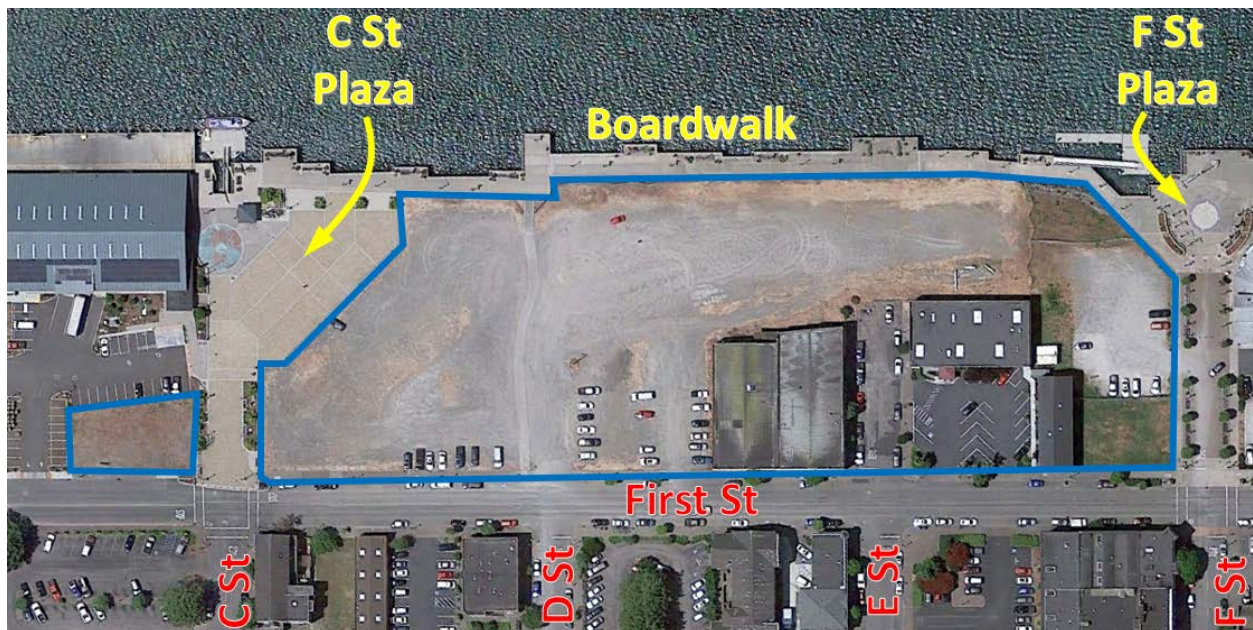
Date

Background Information:

The City strongly encourages interested consultants to read and focus on the project goal presented on the first page.

For the purposes of this RFQ, the term “project area” will be used to refer to the area north of First Street between C Street and F Street along the City of Eureka waterfront. The blue outline in the image below identifies the project area. The project area is primarily owned by the City, but also includes four parcels owned by private property owners that will be involved throughout the project. The project area is within the California Coastal Zone.

The project area is in the Old Town district of Eureka, has broad views of Humboldt Bay, is directly adjacent to the Eureka boardwalk, connects to the F Street Plaza and the C Street Plaza, and has over 1,000 feet of frontage along First Street. The project area is currently zoned “Waterfront Commercial,” which is the same zoning as the rest of the Old Town district. The City and the private property owners have agreed to collaborate on the creation of a “development vision,” “conceptual master plan,” and/or other related products that will assist the City and property owners to promote appropriate high-quality development within the project area.



The ultimate goal for the project area is as follows: A high-quality development (or series of developments) in the project area that will:

- Be constructed within the next several years
- Attract tourism and visitors from outside the region
- Serve residents of Eureka and the surrounding local communities
- Stimulate economic growth and the establishment of new locally-owned businesses
- Contribute to the success of Old Town and Eureka in general
- Be compatible with, and complementary to, the boardwalk, F Street Plaza, and C Street Plaza
- Be compatible with and complementary to First Street and its existing buildings and uses
- Be compatible with the Humboldt Bay coastal/waterfront setting
- Be compatible with the interests of the private property owners in the project area
- Be realistic, achievable, and financially viable

In pursuit of the above goal, the City of Eureka (in collaboration with cooperating private property owners) is seeking an architectural or design team “Consultant” to develop a “development vision,” “conceptual master plan,” and/or a range of products that will be used to guide the City in the future development of the project area. The ultimate development of the project area could take a range of forms. It is for this reason that we are seeking a consultant to assist us develop products that will be most useful in helping us accomplish the project goal.

The production of the “development vision,” “conceptual master plan,” and/or related products will primarily occur during a five-day design charrette. The target dates for the design charrette are July 27th through July 31st, 2015. The charrette will be an intensive collaborative effort with multiple parties, including representatives from several City departments, four private property owners, non-City regulatory agencies, utility providers, public safety service providers, Eureka Main Street, site property owners, neighboring property owners, neighboring business owners, prospective investors, the general public, and other stakeholders. Each of the five days will be broken down into multiple sessions. The selected Consultant shall be expected to attend each full day of the Charrette. The draft schedule for the five-day design charrette can be found in Attachment 2.

Scope of Services:

As described throughout this RFQ, the City is seeking a “development vision,” a “conceptual master plan,” and/or other related products that the City will use to accomplish the project goal. These “development vision” products could include:

- Development Vision
- Conceptual Master Plan
- Preliminary Master Plan
- Preliminary Design Guidelines
- Development Strategy
- Visual Simulations
- Graphic Renderings
- General Site Plans
- Parking Strategy
- Utility Considerations
- Order of Magnitude Construction Cost Estimates
- Analyses of how the City can accomplish “Pre-permitting” and other development incentives
- Etc

It is assumed that the products created by the consultant will address a range of “development considerations,” such as the following:

- Targeted and/or appropriate uses (e.g. hotel, retail, restaurant, outdoor seating, event space, conference center, office space, mixed-use residential, park space, public restrooms, other public facilities, other uses that contribute to the project goal, etc)
- Building heights, massing, and relationships
- Solar shading, solar access, and sun angles
- Pedestrian access and pedestrian flow
- Site lines
- Parking needs, parking requirements, and creative parking strategies
- Compatibility with and relationship to developmental constraints that could be imposed by neighboring properties/businesses, environmental regulations or regulatory agencies
- Compatibility with and relationship to boardwalk, F Street Plaza, C Street Plaza, and First Street
- Compatibility with and relationship to Humboldt Bay and the waterfront setting
- General aesthetics
- Opportunities for green space(s) and gathering places
- Site-specific micro-climate
- Contribution to City waterfront skyline
- Public safety and opportunities for “eyes on the street”
- Contribution to Old Town architectural style (could range from completely compatible to evolutionary to revolutionary)

In a basic sense, this RFQ is requesting interested consulting teams to describe the “Development Vision” products and “development considerations” that your firm believes will be the most useful in assisting the City with accomplishing the Project Goal. It is a requirement that the products created by the selected consultant are produced through a facilitated five-day design charrette process.

Task 1: Prepare Materials for Design Charrette

In the weeks preceding the Charrette, the City will do the following:

- Establish a Project Management Team
- Coordinate a kick-off meeting
- Establish the schedule of the charrette and schedule all meetings
- Coordinate the logistics of the charrette
- Coordinate a pre-charrette meeting

In the weeks preceding the charrette, the selected consultant will be expected to:

- Attend the kick-off meeting in person
- Attend other “prep” meetings (either in person or via videoconference-call)
- Provide feedback regarding the charrette schedule
- Produce graphic materials in preparation of the charrette
- Produce “Development Vision” products in preparation of the charrette
- Provide other services as proposed by consultant

For this task, describe the following:

- The team members that will be involved in this task and their roles
- The materials (graphic and non-graphic) that consultant will prepare in preparation of the charrette
- The specific “development considerations” (see sample list above) that consultant will concentrate on during this stage of the project
- Other pre-charrette services that consultant will provide (if any)
- Deliverables

Task 2: Participate in Facilitated Design Charrette

During the five-day design charrette, the City will do the following:

- Coordinate logistics, schedules, and facilities
- Provide key City staff as needed
- Facilitate meetings as needed

During the charrette, the selected consultant will be expected to:

- Attend all meetings and record (in writing or visually/graphically) all relevant information (see Attachment 2 for draft charrette schedule)
- Participate in facilitation of meetings
- Produce graphic materials as appropriate
- Begin production of “Development Vision” products
- Produce materials and presentations for use during charrette meetings
- Provide other services as proposed by consultant

For this task, describe the following:

- The team members that will be involved in this task and their roles
- Techniques consultant will use to record relevant information during meetings
- The materials (graphic and non-graphic) that consultant will prepare during the charrette
- The “Development Vision” products that will be initiated during the charrette
- The specific “development considerations” that consultant will concentrate on during this stage of the project
- Other charrette services that consultant will provide (if any)
- Deliverables

Optional Considerations:

- In the production of the “Development Vision” products, the City recommends that consultant produces between two and four working concepts to share at the various charrette meetings.

Task 3: Submit Final “Development Vision” and/or “Conceptual Master Plan” Materials

Following the five-day design charrette, the City will do the following:

- Coordinate at least two post-charrette meetings
- Answer questions as needed

Following the charrette, the selected consultant will be expected to:

- Attend at least two post-charrette meetings (either in person or via videoconference-call)
- Deliver final versions of “Development Vision” products
- Provide other services as proposed by consultant

For this task, describe the following:

- The team members that will be involved in this task and their roles
- The “Development Vision” products that consultant will deliver
- The specific “development considerations” that consultant will concentrate on during this stage of the project
- Other post-charrette services that consultant will provide (if any)
- Deliverables

Optional Considerations:

- For this phase, consultant may propose to submit draft and final products or may propose to submit only final products
- In the production of the final “Development Vision” products, it is strongly recommended that consultant provides between two and four concepts for the City to select from at the conclusion of the project.

Note the following:

- Topographic survey data is not available for the project site nor should consultant propose to conduct a topographic survey of the project site.
- The City can provide the following georectified data for the project area:

- Parcel data
- Utility locations
- High-resolution aerial image (2014)
- Zoning and land use regulations
- Other basic site data

Delivery of RFQ:

It is the Proposer's responsibility to ensure that the RFQ is received by CITY prior to the hour and date for submittal of the qualifications specified in the Request for Qualifications. Any Qualifications received by CITY after the hour and date shall be rejected and returned unopened. Qualifications shall be mailed or hand-delivered to the Community Development Office, 531 K Street, Eureka, California, 95501. Qualifications shall be received by 12:00 P.M., Friday, May 15, 2015. Postmarks will not be accepted. The Qualifications shall also be submitted by e-mail by 12:00 P.M. on May 15, 2015, to Maggie Gurley at mgurley@ci.eureka.ca.gov. All Qualifications, whether selected or rejected, shall become the property of CITY. CITY is not responsible for Qualifications delivered to a person/location other than specified above.

Format of RFQ:

All submittals shall be typewritten or printed in ink clearly and legibly, in conformance with this RFQ. Qualifications shall be printed double-sided. Seven (7) bound copies and one (1) unbound copy of the Qualifications shall be submitted in an envelope plainly marked on the outside: "RFQ: C to F Streets Waterfront Conceptual Design Charrette." Cost estimates shall be submitted in a sealed, separate envelope.

Contents of Statement of Qualifications:

Qualifications shall include the following information presented in a clear and concise format in order to demonstrate the Proposer's related experience, competence and professional qualifications for the satisfactory performance of the services outlined in the PROJECT "Scope of Services" section of this Request for Qualifications. Contents do not need to occur in this order.

1. Cover Letter (5 points): A cover letter (2 pages maximum) outlining Consultant's interest in the PROJECT. Specifically explain why your firm and your team want to work with the City on this project. Cover letter may include other information.
2. Firm Experience (40 points):
 - a. Firm Profile: Overview of firm(s) and description of services offered.
 - b. Organizational Chart identifying project team members and roles
 - c. Experience in Coastal/Waterfront California and/or along waterfront sites in California: Brief summary of experience of project team members with similar projects in coastal environments in California and/or along waterfront sites in California.
 - d. Experience in Humboldt County: Brief summary of experience of project team members with similar projects in Humboldt County.
 - e. Team Member Project Biographies: Brief professional biographies for each key team member that is proposed to be included in the project.

This includes subconsultants. Biographies shall be written in the context of this specific project. Biographies shall include a summary of the individual's qualifications, licenses, and experience as it relates to this project. The biography should also include a general description of the individual's proposed role in the project and the approximate number of hours the individual will devote to the PROJECT. The CITY will retain under its Agreement with the successful Proposer the right of approval of all persons performing under the Agreement.

- f. Resumes of key team members: Provide a resume for each key team member that is proposed to be included in the project. These may be included in the "Firm Experience" section of the SOQ or as an attachment or appendix.
 - g. Project Descriptions: A minimum of three descriptions of recent projects for which the PROJECT Team has performed services of similar size, scope, and complexity. Each project shall include the name, contact person, address, phone number of each party for whom the service was provided, a description of the service performed, the dollar amount of the contract, and the dates of performance. Each project description should also indicate which team members worked on the project.
 - h. Sample work: Provide a concise and well-organized collection of sample work that demonstrates the team's qualifications and experience. The sample work may correlate with the project descriptions, but this is not required. This is your opportunity to show the City some samples of your past products that you believe best demonstrates your qualifications. Please limit your collection of sample work to a reasonable volume. You will be evaluated in part on your ability to prepare a well-organized and easy-to-manage collection. The collection of sample work may be provided in a number of formats:
 - i. The collection of sample work may be provided within the "Firm Experience" section of the SOQ
 - ii. The collection of sample work may be provided as an appendix to the SOQ
 - iii. The collection of sample work may be provided under separate cover
 - iv. The collection of sample work may be provided in large format, but should be provided to the City in a manageable way.
3. Understanding and Scope (45 points):
- a. Understanding: A brief summary of the Consultant's understanding of the overall PROJECT. This section should include a summary of Consultant's understanding of how this PROJECT will direct the vision of the core waterfront area.
 - b. Scope: This section should outline the Consultant's detailed scope in response to the "Scope of Services" section presented above.
 - c. Site Analysis: Provide in a format of your choosing a "pre-design" analysis of the project area. Consider the project area's constraints and opportunities. Identify what the City should consider in the project area prior to beginning the conceptual master plan process. The site analysis

may take the form of text, graphics, maps, sketches, and/or any other format. The site analysis may be provided in any of the same formats outlined above under “sample work.” The site analysis should be conducted in the context of the project goal.

4. Schedule and Management Plan (5 points):

- a. Schedule: This project will occur on a very fast timeline, as is outlined in Attachment 1. Unless there are strong compelling reasons to do otherwise, the City expects that consultant schedules will comply with the schedule outlined in Attachment 1. The City is asking for a schedule to be included in the SOQ as a commitment that the consultant team will be available to deliver the scope of work within the timeline available. Accordingly, provide a simple work plan or schedule for all services necessary to complete this PROJECT. The SOQ shall specify the major PROJECT tasks and the expected time of completion for each task based on the scope of services outlined in the SOQ. The schedule does not need to be extraordinarily detailed. It is more important to demonstrate the team's commitment to the project schedule, including full participation in the five-day charrette.
- b. Management Plan: This PROJECT includes a range of diverse tasks that must be completed in a relatively short period of time with a maximum budget of \$30,000. At no point during the PROJECT will CITY increase the budget, extend the timeline, or alter the scope. Accordingly, SOQs must include a brief description of the Consultant's “budget and schedule management plan” that describes the Consultant's approach and commitment to working within the established budget, schedule, and scope. The plan does not need to include great detail, but must demonstrate the overall PROJECT management approach to satisfying the scope within the established schedule and budget.

The CITY expects the selected Consultant to satisfy the scope in the RFQ with the understanding that the Consultant may interpret scope items and develop creative approaches as necessary to accomplish the scope within the required budget/schedule.

5. Other Requirements (5 points):

- a. A statement which discloses any past, ongoing, or potential conflicts of interest which the Consultant may have as a result of performing the work on this PROJECT. Consultants that have conflicts of interest may be disqualified from consideration pending a review of the case by the City Attorney.
- b. A statement confirming that the Consultant is operating or will operate under a legitimate business. Consultants that cannot or will not operate under a legitimate business will be disqualified from consideration.
- c. A statement confirming that the Consultant, if selected, can provide certificates of insurance. Consultants that cannot provide certificates of insurance upon selection will be disqualified from consideration.

- d. The Qualifications must be signed by an authorized representative of the Proposer.
- e. Applicants shall submit copies of their qualifications to CITY by mail or hand delivery by 12:00 P.M. on May 15, 2015. Postmarks will **not** be accepted.
- f. Applicants shall also submit a copy of their qualifications to CITY by e-mail to mgurley@ci.eureka.ca.gov by 12:00 P.M. on May 15, 2015.
- g. Fee: In a sealed, separate envelope, provide a total "Not to Exceed" cost estimate of the services presented. The cost estimate should include a fee schedule, hourly rates of each team member, charges per team member per task (sub-task level is optional), and non-labor expenses to be reimbursed. Cost estimates must be submitted in a sealed, separate envelope.

The City of Eureka is not responsible for any costs incurred in the preparation of Qualifications and/or any work rendered by a consultant prior to the contract award.

Submittal of Questions and Release of Addendum #1:

This RFQ was released on Thursday, April 16, 2015. Questions regarding the RFQ shall be submitted to CITY via e-mail (mgurley@ci.eureka.ca.gov) no later than May 1, 2015. On May 5, 2015, CITY will post Addendum #1 on the City's website. Addendum #1 will answer the questions posed. CITY shall not be responsible for any explanations or interpretations of the Request for Qualifications other than by Addendum #1 which will be posted on the City's website on May 5, 2015. No oral interpretations of any provision in the Request for Qualifications shall be binding upon CITY.

EVALUATION PROCESS

The City of Eureka is using the competitive qualification process, wherein the experience and approach of each submitted SOQ is evaluated as it relates to the Scope of Services and other elements outlined in this RFQ. All Qualifications will be reviewed and rated by a selection panel according to the following criteria:

SCORING CRITERIA		Subtotal Maximum Points	Total Maximum Points
1	COVER LETTER: Cover letter outlining consultant's interest in PROJECT.	5 points	5 points
2	FIRM EXPERIENCE		40 points
	2.1 – Overall experience of firm and specific project team members in conducting activities similar to those in the Scope of Services.	20 points	
	2.2 – Experience of firm and specific project team members with similar projects in coastal and/or waterfront California	5 points	
	2.3 – Experience of firm and specific project team members with similar projects in Humboldt County	5 points	
	2.4 – Collection of sample work	10 points	
3	UNDERSTANDING AND SCOPE		45 points
	3.1 – Consultant's overall understanding of the PROJECT and quality of the approach presented in the Scope of Services	35 points	
	3.2 – Pre-design Site Analysis	10 points	
4	SCHEDULE AND MANAGEMENT PLAN	5 points	5 points
5	OTHER REQUIREMENTS	5 points	5 points
Total		100 Points	

The City of Eureka reserves the right to negotiate final scope of services, accessibility and maximum administration funds to be available under this project with the successful Consultant. An evaluation committee will be assembled to review all Qualifications and will report its recommendation to the City Manager and City Council.

The City of Eureka, its Governing Body, whom retains the right to reject any and all Qualifications, will award the contract. Selection will be made within 15 days of the SOQ deadline, if possible. The City of Eureka reserves the right to award a contract to the Consultant that presents the qualifications, which in the sole judgment of the City of Eureka, best serves the City of Eureka. The City of Eureka reserves the right to reject any or all qualification SOQs, to waive minor irregularities in said qualifications, and/or to negotiate minor deviations with the successful firm.

Prior to contract execution, the selected Consultant shall obtain a business license and submit certificates of insurance naming the City of Eureka, its officers, officials, employees, and volunteers as additional insured. Insurance coverage and amounts are specified in the Contract (attached).

City Reservation of Rights:

The City reserves the right, at its sole discretion, to use without limitation, concepts, and data submitted in response to this RFQ, or derived by further investigation thereof. The City further reserves the right at any time and for any reason to cancel this solicitation, to reject any or all qualification SOQs, to supplement, add to, delete from, or otherwise

alter this RFQ if the conditions so dictate. The City may seek clarification from a potential consultant at any time and failure to respond promptly may be cause for rejection. The City also reserves the right to interview only those Consultants that the City finds, in its determination, the most qualified.

Compliance with State and Federal Laws:

The consultant shall certify compliance with all applicable laws and regulations, both State and Federal.

ATTACHMENT 1: OVERALL PROJECT SCHEDULE

C TO F WATERFRONT DEVELOPMENT: DESIGN CHARRETTE: OVERALL SCHEDULE (v4)*							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
APRIL	5	6	7 City Council meeting - Council approval of RFQ and charrette process	8	9	10	11
	12	13	14	15	16 RFQ released	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	1 Due date of questons submitted to City	2
MAY	3	4	5 Release of Addendum #1 (answers to questions submitted to City)	6	7	8	9
	10	11	12	13	14	15 RFQ submittals due at 12noon	16
	17	18	19	20	21	22	23
	24	25 Memorial Day	26	27	28	29	30
	31	1	2 City Council meeting - Council selection of consultant	3	4	5	6
JUNE	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23 Assumed date that consultant is under contract (contract approval could be sooner or later)	24	25	26	27
	28	29	30 TENTATIVE - Kick off meeting with consultant and City staff	1	2	3 4th of July City Holiday	4 4th of July
JULY	5	6	7 TENTATIVE - Project Management Team Meeting - Prep for Charrette	8	9	10	11
	12	13	14 TENTATIVE - Project Management Team Meeting - Prep for Charrette	15	16	17	18
	19	20	21 TENTATIVE - Project Management Team Meeting - Prep for Charrette	22	23	24 Project Management Team Meeting - Prep for Charrette	25
	26	27 DESIGN CHARRETTE (see detailed schedule)	28 DESIGN CHARRETTE (see detailed schedule)	29 DESIGN CHARRETTE (see detailed schedule)	30 DESIGN CHARRETTE (see detailed schedule)	31 DESIGN CHARRETTE (see detailed schedule)	1
AUGUST	2	3	4 TENTATIVE - Project Management Team Meeting - Debrief from Charrette	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	Sept. 1 Final consultant sbumittal of master plan	Sept. 15 City Council meeting - Presentation of preferred master plan concept to City Council

ATTACHMENT 2: TENTATIVE SCHEDULE FOR FIVE-DAY DESIGN CHARRETTE

C TO F WATERFRONT DEVELOPMENT: DESIGN CHARRETTE: 5-DAY WORKSHOP SCHEDULE (v1)*

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00am to 8:30am	Project Management Team Work Session and/or Consultant Production Time	Project Management Team Work Session and/or Consultant Production Time	Project Management Team Work Session and/or Consultant Production Time	Project Management Team Work Session and/or Consultant Production Time	Project Management Team Work Session and/or Consultant Production Time
8:30am to 9:00am			Public Site Tour	Utility Provider Workshop	Site Property Owner Workshop #4
9:00am to 9:30am					
9:30am to 10:00am				Project Management Team Work Session	Project Management Team Work Session and/or Consultant Production Time
10:00am to 10:30am	Site Property Owner Workshop #1	Site Property Owner Workshop #2	Public Safety Workshop		
10:30am to 11:00am					
11:00am to 11:30am		Project Management Team Work Session and/or Consultant Production Time	Neighboring Property Owner Workshop #2	Project Management Team Work Session	
11:30am to 12:00pm					
12:00pm to 12:30pm	PMT Working Lunch	PMT Working Lunch	PMT Working Lunch	PMT Working Lunch	PMT Working Lunch
12:30pm to 1:00pm					
1:00pm to 1:30pm	Project Management Team Work Session and/or Consultant Production Time	Regulatory Agency Workshop	Neighboring Business Owner Workshop #2	Project Management Team Work Session	Project Management Team Work Session and/or Consultant Production Time
1:30pm to 2:00pm				Prospective Investor Workshop	
2:00pm to 2:30pm		Project Management Team Work Session and/or Consultant Production Time	Project Management Team Work Session and/or Consultant Production Time	Project Management Team Work Session	
2:30pm to 3:00pm					
3:00pm to 3:30pm	Site Property Owner Workshop #3			Design Professional Design Workshop (Invite Only)	
3:30pm to 4:00pm					
4:00pm to 4:30pm	Neighboring Property Owner Workshop #1	Project Management Team Work Session			
4:30pm to 5:00pm					
5:00pm to 5:30pm	Prep Time	Prep Time	Open House Design Workshop (Open to Public)	Prep Time	
5:30pm to 6:00pm	Neighboring Business Owner Workshop #1	Public Meeting #1			Public Meeting #2
6:00pm to 6:30pm					
6:30pm to 7:00pm			Project Management Team Work Session and/or Consultant Production Time	Daily Debreif	Daily Debreif
7:00pm to 7:30pm					
7:30pm to 8:00pm					

Color Key

Site Property Owner Meeting
Public Meeting/Workshop
Stakeholder Mtg (invite only)

Regulatory Agencies

California Coastal Commission
US Army Corp of Engineers
Humboldt Bay Harbor District
Regional Water Quality Control Board
US Fish & Wildlife Service
California Department of Fish & Wildlife
City of Eureka Planning Staff
Others?

Utility Proivders

PMT (select individuals)
Public Works Director
City Engineer
City Traffic Engineer
Other Public Works/Engineering Staff
PG&E
Garage Service Provider
Others?

Public Safety

Eureka Police Department
Eureka Fire Department
Local Ambulance Service
Humboldt County Health and Human Services
Others?

*This schedule may be subject to substantial change pending feedback from PMT, property owners, and consulting team.